Montana Shared Catalog
Partners Meeting
Thursday, May 2nd, 2013
1:00-3:00pm

Vice Chair Trista Smith (Bitterroot) called the meeting to order.

Roll Call:
Bitterroot Public Library, Trista Smith
Hearst Free Library, Mitch Grady
Rosebud County Library, Cherie Heser
North Lake Public Library, Marilyn Trosper
Plains Public Library, Carrie Terrell
NVPL, Desiree Durmstrad
Flathead County Library System, Kim Crowley
Montana Shared Catalog, Melody Condron
Missoula Public Library, Honore Bray and Elizabeth Jonkel
Ekalaka Public Library, Janet Livingston
Prairie County Library, Rolane Christofferson
Fallon County Library, Ve Abrams
Miles Community College, Ann Rutherford
Flathead County Library System, Patty Jones
Montana Shared Catalog, Ken Adams
Montana State Library, Suzanne Reymer
Bicentennial Library of Colstrip, Mary Kay Bullard
Montana State Library, Sarah McHugh
Glendive Public Library, Dawn Kingstad

Additions to the Agenda: Ekalaka Public Library

Agenda

1. Procedures for Trace, Discard, Lost, On Hold; make sure all staff knows/follows procedures. Items remaining on "lists" for 6+ months. Please remind all staff to inform other libraries if item is the Last Available Copy, to inform borrowing library before item is marked Lost or Trace. Patrons should not be waiting more than six months for Hold items. If you need help running this report, please ask MSC staff. MSC staff regularly runs the report and has been emailing libraries.

2. Run reports for "Holds for Your Patrons" that are two or months old (or whatever your library's hold threshold is). Lost: item is outside the building and gone. Trace: item cannot be found, but is probably somewhere.

"Intransit to" and "Intransit from" reports track items that are moving for over two weeks, but have not arrived. Owning library checks out item to Trace if it cannot be found;

sending library to notify owning library that item cannot be found. All instructions can be found in the Standard Operating Procedures (SOP).

3. Change to Floating Collections: examining floating collection dynamic (currently set by Item Type). You can now float collections by Library, Group, or Item Type; this means changes in the Map and setup. The system can now be narrowed to library-to-library permissions. Proposed paragraph added to SOP: Part 5, Special Collections. Ken will send out proposed paragraph to group for next week's discussion.

> " *Whether or not an item will "float" and where it is allowed to "float", is determined by the individual library and/or library group's float-map policies and the item type. If the item arrives to fill a hold at a library that is not within the allowed float-map policies for that library, the item will automatically be placed in transit back to previous owning library after the hold has been cleared."

4. Prairie County Library: interested in joining Partners. Director Christofferson has attended trainings at Miles City Public Library and completed the questionnaire (to be sent out to Partners for review). Ekalaka Public Library Board considering joining Partners. Will link into Baker, who hubs into Miles City.

5. Potomac Branch addition to the Missoula Public Library is in construction/inspection mode; a school-community library.

6. Tracking Statistics: items that are transferred between autonomous libraries are calculated as "Inter Library Loans". Libraries track circulation statistics differently. The State Library is attempting to gather data on how all libraries gather statistics.

Missoula: uses Mike's report to track items to branches (deducted from total), Missoula items to other libraries, Missoula items to Missoula patrons, other library items to Missoula patrons. Partners items as ILL.

Miles City: similar to Missoula; items being physically checked out at Miles City or borrowing location. Partners items as ILL.

Baker: similar to Missoula/Miles City.

Miles Community College: academic library, ILL and Circ statistics.

Glendive Public Library: similar to Missoula/Miles City.

Bicentennial Library of Colstrip: similar to Missoula/Miles City. Had stopped tracking ILL stats (we restart as it is a Federally required stat).

Bitterroot Public Library: was not counting Partners items as Inter Library Loan Circ stat.

Hearst Free Library: similar to Missoula/Miles City.

<u>Rosebud County Library</u>: Station Library circulation; not sure if they are including ILL in Circ stats.

<u>North Lake</u>: similar to Missoula/Miles City.

<u>Plains</u>: similar to Missoula/Miles City.

<u>North Valley Public Library</u>: counting First Search as ILL, anything through WorkFlows is a Circ.

<u>Flathead County Library System</u>: similar to Missoula.

Some libraries count Juvenile Circulation on Juvenile Cards vs libraries who count Juvenile Items as Juvenile Circulation.

No documentation: please pass on Statistics knowledge to new employees for clarity and organization. Some uniform guidelines that embrace federal statistics requirements would be welcomed.

7. Nominations for Vice Chair: Honore nominates Patty Jones, Marilyn Trosper seconds. Marilyn Trosper respectfully declines nomination. Call for the question: Desiree moves, Sonja seconds. Motion passes unanimously.

8. Introduction of New Chair, Trista Smith.

9. Contact Information: some clarity on the Contact Sheet (why you might email specific people for what). Missoula has a generic email for all MSC Partners issues. More specifics in Excel spreadsheet. Missoula seeks permission to "polish" CDs or DVDs.

10. Don't checkout items to "Storytime" users indefinitely.

11. Crates: Glendive receives less crates than they send out. Contact Critelli in Butte to access the "stockpile" of crates when you fall behind. Elizabeth will contact Critelli to send crates to the Hubs.

12.

Next MSC Meeting-- offer training/presentation on statistics gathering.

Next Partners Meeting-- phone conference, Tuesday, July 16th at Noon.

Respectfully Submitted,

Hannah Nash
Miles City Public Library